



Coalition for the Homeless Job Description

Revised: September 19, 2018

Title:	Executive Assistant
Summary:	This position is responsible for board of directors' management, coordination of collaborative meetings and trainings, and records management for donors
Reports to:	Executive Director
Direct Reports:	None
Classification:	Regular Full-Time Professional or Negotiated Part-Time Position
Salary Range:	\$35,000 – 45,000 for full-time position based on experience
Minimum Requirements:	Bachelors Degree in a related field or five years experience in organizational management. Pleasant attitude and ability to work with a variety of people required. Ability to be detail oriented and to take action on own to address agency needs and needs of the board. Excellent written and communication skills. Proficiency in Microsoft Office Suite and Google G Suite applications required.

Job Duties:

- 1) Maintain strong relationship with board members and address their needs between monthly meetings.
- 2) Work with staff to prepare all materials for board and distribute in a timely manner including meeting materials, contact lists, invitations to various events and activities.
- 3) Coordinate meeting invitations and collect RSVPs for various meetings and trainings of the four agency directors throughout the year.
- 4) Maintain records of individual and business donations and generate tailored thank yous on a timely basis.
- 5) Assist in gathering information for grant writing and reports and mailing materials to funders.
- 6) Request data from sub-recipients and disseminate for reports.
- 7) Coordinate monthly all staff meetings and work with four directors on agendas and meeting reminders.
- 8) Order and pick up food for meetings of the board and other small groups.
- 9) Take minutes at meetings of the board and the Continuum of Care each month.
- 10) Route agreements and benefit information for signature.
- 11) Other duties as assigned by the agency directors to efficiently carry out the mission of the organization.